



July 23, 2010

TO: Potential Bidders

RE: REQUEST FOR PROPOSAL
Janitorial Services
The Museum School of Avondale Estates

To Whom It May Concern:

The Avondale Education Association (AEA) ("Owner") is seeking qualified Vendors to solicit proposals for janitorial services for The Museum School of Avondale Estates, Georgia. The Museum School will provide a complete facility for Kindergarten, 1st through 8th grade children. Initially, the school will house K – 3rd grades. The school will be located near the city limits of Avondale Estates, GA.

Vendor will be cleaning the school's building (approximately 11,000 – 12,000 sq feet) nightly. The building houses 8 classrooms, 4 adult bathrooms, 2 gang restrooms (4 stalls per), a front office area, and a media center.

Proposals are due on **August 2 at 5:00pm EDT**. All questions must be submitted to the address below.

Attn: Wesleigh Reaves
The Museum School of Avondale Estates
151 Locust Street
Avondale Estates, GA 30002
wesleigh.reaves@themuseumschool.org

Within your proposal please include:

- Contact Person
- Bid details and price

The time process for vendor selection shall be as follows:

RFP Issued	7.23.2010
Response Due	8.2.2010
Vendor Selection	8.3.2010

The Vendor will be selected based upon the vendor's capabilities, fee structure, product compatibility and ability to meet the school's unique needs. We look forward to your response.

Sincerely,

The Museum School of Avondale Estates